DRAFT

27 September 1965

MEMORANDUM FOR: Deputy Directors, OBPAM, OGC, OIG

SUBJECT: Policy - Automatic Data Processing

Agency policy favors use of computer techniques
wherever they can be effectively applied in support of
CIA's mission. Computing services already touch all
components of this Agency. During the next decade, a
considerably expanded role for the computing function
is judged certain to occur. Thus, effective develop-
ment and management of this expanding element of the
Agency's work is of critical concern. The following
policy will govern the computing activity in CIA:

1. Director, Office of Computer Services,
DD/S&T, will serve as staff officer to the
DCI on matters relating to agency computing.
He is assigned agency-wide responsibility for
implementing CIA and Federal automatic data
processing policies.

2. The Office of Computer Services will pro-
vide a service of common concern for all
Directorates of the Agency. This service
shall include systems design, programming,
and computer processing support.

3. CIA components will avoid creating
separately operated computing facilities.
Henceforth, computing requirements will be
levied on the Office of Computer Services
for such support as needed.

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4. The presently established computer installations at NPIC and RID will continue to function under their respective managements, subject to the policies contained herein and related procedures, as issued. In the years ahead, further consolidation of CIA computer resources may prove advantageous due to technological developments. To prepare for this eventuality, and also to make optimum use of the Agency's trained computer personnel, computer managers at NPIC and RID will standardize their software and hardware systems, as far as practicable, with those of the central Office of Computer Services.

W. F. Raborn
Director

Attachment:
    Mission/Functions for OCS

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<u>OFFICE OF COMPUTER SERVICES</u>

MISSION:

The Director for Computer Services is responsible for developing and operating a central computer services organization for CIA in support of requirements from all parts of the Agency; providing policy, coordination, technical, and other support to all automatic data processing activities in the Agency; consolidating and reporting information to Agency management on CIA's automatic data processing activities; and representing the Agency on automatic data processing matters with other Government and non-Government organizations.

FUNCTIONS:

The Director for Computer Services shall:

a. Evaluate data processing requirements and provide computer support to Agency components.

b. Perform automatic data processing systems analysis and design in collaboration with affected Agency components.

c. Write or externally acquire computer programs as needed for mathematical, scientific, language processing, information handling, business or administrative applications, and other automatic data processing requirements.

d. Equip and operate the central CIA Computer Center to perform a full range of computing applications.

e. Review all requests for purchase, lease, transfer, or disposal of automatic data processing equipment and make appropriate recommendations; maintain central records on Agency inventory of automatic data processing equipment, rental costs, utilization statistics and related data; prepare reports for Agency management on CIA automatic data processing activities.

f. Review all contracts for personal services, programming, computer processing, and for research and development on equipment to support automatic data processing

activities; when required, serve as contracting office and provide technical and administrative monitoring of such contracts.

g. In consultation with the Office of Training, provide or assist in developing training programs in data processing; serve as coordination point for CIA participation in external training in the automatic data processing field.

h. Act as the primary representative of the Agency on automatic data processing matters with other Government and non-Government organizations.

i. Cooperate with the Office of Security, the Office of Communications, and members of the Intelligence Community in developing and effecting appropriate technical security measures for automatic data processing installations.

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SYSTEM 360 Conversion   Sept 1965 Report

Basic plan for OCS conversion to 3rd generation systems,
was sent to OL/PSD in Sept. Detailed planning got
underway during month of Sept. First major problem to
clearly define conversion tasks and establish satisfactory
schedule. Target dates for implementation to be developed
after examining IBM's most recent announcements on software
and hardware availability dates.

SYSTEM 360   Oct 1965 Report

The OCS Computer Systems Planning Report disseminated to
Directorates. Initial 3rd generation computer system hardware
and software tested out and initiated on production jobs. It
provided three times the effectiveness of the 1401 system which
it replaced. Initial training target dates firmed up and
will be refined in the future.

OCT 65 - Contracting

STAT

1 October 1965

A final version ~~forwarded by the DD/S&T (Wheelon)~~ of
a proposed policy statement on ADP for the DCI's
approval.

Submitted after prior discussion with the ExDirComptr.

The statement endorsed neither full centralization at the
CIA level, nor full decentralization to the Directorates.
It was intended to freeze the number of computer centers
at the current level of three (OCS, RID, & NPIC); to establish
OCS clearly as the Agency's central computing organization;
to place the Agency's ADP operations in a position to move
toward centralization in the future, if warranted;
and provide for Agencywide ADP staff responsibility at
the DCI level as called for by BOB and Executive Dept.
directives.

Dr. Wheelon ~~MxxxBeeker~~ anticipated opposition to even such a moderate
statement of policy. DDI wanted to upgrade its punched
card facilities to computers and thus be able to support
Project CHIVE and other DDI applications on its own.
(The policy as stated would deny DDI a separate Computer
Center).

With regard to BDP and NPIC, the policy would not create
interference in that they would still manage their own
computer centers, but the burden would be upon them to
develop their programs according to OCS standards, which
would be beneficial in the sharing of equipment and
talent.

The DDS was not expected to take exception to the
policy statement.

At the same time a Mission and Functions Statement for
OCS was put forward for approval. of the DCI (Raborn)

(All the above was drafted by Mr. Becker for higher level
approval.)

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Centralization/Decentralization
OCS Mission/Functions

On 1 October 1965, a package containing draft OCS M/F,
and a draft statement of CIA policy on ADP
was prepared for dispatch to the ExDir-Comptroller.

The policy statement endorsed neither full centralization
at the CIA level, nor full decentralization to the
Directorates. It recommended freezing computer centers at
present level (OCS, RID, NPIC); established OCS as
Agency central computing org; put ⊠⊠⊠ the Agency in the
position for further centralization in future if warranted;
and provided for Agencywide ADP staff responsibility at
the DCI level as called for by BOB and Executive Directives.
As a minimum, hardware centralization in the Hqs Bldg.
 for DD/S, S&T, and DD/I were called for.

While the policy statement will not be favored in certain
quarters of the Agency, might indicate to DD/I that
CHIVE would eventually go from OCR to OCS;

DD/P and NPIC may object to any type of control from above:

        According to higher authority, every Agency Head
must effect ADP coordination, standardization, and
organizational consolidation where cost/effectiveness gains
can be achieved. Therefore DD/P and NPIC Must comply.
The policy statement places the responsibility on them to
develop their programs according to OCS standards. Given
scarcity of technical talent in CIA, they would stand only
to benefit.

DD/S would probably go along; the proposed policy wld not alter
the status of DD/S Support Systems Grp.which wld continue
to function as an information rqmts mechanism within DD/S.

If policy and M/F statements accepted, DCI cld expect period
⊠⊠ wherein enforcement and interpretation wld be required.

However, memo to ExDir-Compt and DCI recommended DCI
sign approval.